



12 December 2023

MEMORANDUM CIRCULAR NO. 183
Series of 2023

**T O: All Vice Presidents, Chancellors, College Deans,
Directors and Department/Office Heads**

R E: Submission of OPCR with Guides

The Office Performance and Commitment Review (OPCR) is part of the output required by the Civil Service Commission. The OPCR is the source of data and information that are consolidated and inputted in the Budget Execution Documents (BED), Budget Accountability Report (BAR) and Higher Education Management Information System (HEMIS). Meaning OPCR's are serious documents because they are used for the budget plan and of the University, including our salaries and budget for the MFOs.

Take note the deadline of submission both for the OPCR Target and Accomplishment.

Deadline

The SPMS Calendar specified the following deadline of OPCR Accomplishment submission, as per CSC MC 6, s. 2012:

OPCR Targets for the next year January - December	Every December 25
OPCR Accomplishments for the January - December	Every January 15

For ISO visit on February 2024, please prepare early your OPCR for the Management Review for 2023, all OPCR should be submitted according to the schedule below.

Schedule:

OPCR Targets

December 15 -	VPs/OP to Deans/Director
December 20 -	Director/Deans to Heads
December 25 -	Heads/Directors/Deans/VPs to Planning Office

OPCR Accomplishments

January 4 -	Head to Directors/Dean
January 8 -	Directors/Deans to VPs/OP
January 10 -	Heads/Directors/Deans/VPs to Planning Office

Number of Copies

You should provide three (3) copies of OPCR to be distributed to OVPPRGAS, PMT and home department or office. The OVPPRGAS will return to you the signed OPCR copies to be retained as office files.

Signatories

Front page: (2 signatories)

As applicable:

- | | | | |
|---|----------------------|-----|----------------|
| ● | Department/Unit Head | and | Dean/Director |
| ● | Dean/Director | and | Vice President |
| ● | Vice President | and | President |

Back page: (4 signatories)

Received by	:	TONI MARC L. DARGANTES <i>Planning Office</i>
Calibrated by	:	DANIEL LESLIE S. TAN <i>Chairman, PMT</i>
Approved	:	DANIEL LESLIE S. TAN <i>OIC, President</i>

All dDRC and office secretaries should ensure a date is placed in every signature.

Best Practices or Innovation

Continual improvement of services is the desire of the government. Do not forget to include the best practice in your accomplishment. In a separate page(s) provide a detailed description of the best practice and include the name of the unit. The best practice or innovation maybe an individual or joint effort; those who carried it out (from planning to implementation) must also be identified in the detailed description. A best practice or innovation is not necessarily in terms of monetary savings, but that contributes to the efficiency and effectiveness in carrying out the task of the unit.

Additional Performance Indicator in the OPCR

Under the General Administration and Support Services (GASS) administration:

PI(x)	Response to NCs and CARs issuances		
	Percentage of NCs received and acted	Targets - 0%	Accomplishment - 100%
	Percentage of CARs received and acted	Targets - 0%	Accomplishment - 100%

This Memorandum is issued to encourage all to conscientiously submit their OPCR.


DANIEL LESLIE S. TAN
OIC-President